

**United States Department Of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-735 (HR-220)L

July 28, 2000

EMS TRANSMISSION 7/31/00

Instruction Memorandum No. HR-2000-053
Expires: 9/30/01

To: Center Directors, RS-100, BC-600, NI-100
Director, TC-100
Director, Fire & Aviation
SDs AK, AZ, CA, CO, ES, ID, MT, NM, NV, OR, UT and WY

From: Director, National Human Resources Management Center

Subject: Audit of Financial Statements Required Codes **DD: 8/18/00**

Your assistance in reviewing and updating the list of positions that are required to file a financial disclosure report is requested. Please take the time to carefully review the list as well as position descriptions and include only those positions that have a legitimate need to be designated as a filer.

To facilitate this process, the following attachments are provided for your information and use:
(Note: The attachments will be forwarded under separate cover.)

1. Attachment 1 is a list of the positions in your Office/State that are currently designated as required to file a financial disclosure report. It also identifies the financial code assigned to each position.
2. Attachment 2 is an excerpt from 5 CFR Part 2634. It defines the term confidential filer, i.e., the types of positions which are subject to the reporting requirements. In addition, it also discusses which types of positions should be excluded from the reporting requirements. When reviewing positions in terms of the criteria outlined in 5 CFR Part 2634, the mission of the BLM and the BLM Organic Act should also be considered. Therefore, positions which are **personally and substantially** involved in administering

the public lands, i.e., issuing rights-of-ways, leases, etc., should be subject to the reporting requirements.

Financial codes "T" and "D" are primarily used to code positions that are required to file a Confidential Financial Disclosure Report, although "A" may still appear in some cases. Most of the positions that are subject to the confidential reporting requirements are coded as "T" or "A". These are the positions that meet the requirements of 5 CFR 2634.904 (Attachment 2). Positions having duties and responsibilities covered under the Surface Mining Control and Reclamation Act of 1977 are coded as "D". Positions in the Senior Executive Service are subject to public disclosure and are coded "B".

If any additions, deletions, or corrections are needed, please provide the employee's name, state, organization code, pay plan, title, series, grade, the correct financial code, and the reason for the change to Jane Haddock, Assistant Ethics Counselor, HR-220. In addition, please make sure the corrections are made in FPPS and on the employee's position description.

Please submit all responses and make any necessary updates in FPPS by August 18, 2000. Negative responses are also requested.

If you have any questions, please contact Jane Haddock, Assistant Ethics Counselor, at (303) 236-6701.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

2 Attachments

- 1 - Positions Which are Required to File Financial Disclosure Reports by State (varying pp)
- 2 - Excerpt from 5 CFR Part 2634 (4 pp)

cc: State Personnel Offices (w/attachments)

Distribution

RS-150A, BLM Library (w/o attachments)
HR-200